

**BOARD OFFICER ELECTION PROCEDURES**

The Superintendent of Schools or his/her designee will serve as chairperson of the organizational meeting of the Board of Education until the Board President is elected. Upon election, the President will assume the chair for the election of the remaining officers.

Board officers shall be elected using the following procedures:

1. The order of election of officers shall be as follows:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Clerk
  - e. Secretary
  
2. General Election Provisions:
  - a. A separate nomination and election will be held for each office.
  - b. Voting will be completed by secret ballot when more than one person has been nominated for an office.
  - c. The nominee who receives a majority votes cast shall be elected to the office.
  
3. Election Voting Procedure:
  - a. Nominations: Any Board member may nominate any member for office.
  - b. Members shall vote for one of the nominees.
  - c. The vote results shall be recorded in the minutes of the meeting.
  - d. If no nominee receives a majority of the votes cast, then voting shall continue until one nominee receives a majority of votes cast and is declared elected to that office.

APPROVED: June 1, 1981

REVISED: March 5, 1990  
June 9, 1992  
September 8, 1992  
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